

**INDIANA DEPARTMENT OF EDUCATION
SUPPLEMENTAL EDUCATIONAL SERVICES**

2006-2007 COMPLIANCE AND ON-SITE MONITORING REPORT

FOR:

Sylvan of Muncie

DOCUMENT ANALYSIS		OBSERVATION		COMPLIANCE	
Tutor Qualifications		Lesson matches original description	Satisfactory	Criminal Background Checks	
Recruiting Materials		Instruction is clear	Satisfactory	Health/safety laws & regulations	
Academic Program		Time on task is appropriate	Satisfactory	Financial viability	
Progress Reporting		Instructor is appropriately knowledgeable	Satisfactory		
		Student/instructor ratio: 3-2:1	Satisfactory		

ACTION NEEDED: NONE

(As per the on-site monitoring rubric instructions, while monitoring/ observation of SES providers is completed annually, document and compliance analysis is completed every two years. Since Sylvan's document and compliance analysis was completed during the 2005-2006 school year, only an observation was completed for the 2006-2007 school year).

On-site Monitoring Rubric OBSERVATION Components

NAME OF PROVIDER: Sylvan of Muncie
SITE: 3705 N. Briarwood Lane
TUTOR'S INITIALS (ALL TUTORS OBSERVED): CE, AH, SW, CD
NUMBER OF LESSONS OBSERVED: 4

DATE: 12-12-06
REVIEWER: ST, SF
TIME OF OBSERVATION: 5:00-5:35pm

During the site visit, IDOE personnel will visit several tutoring sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual tutoring matches lesson plan descriptions that are provided in requested documents, as well as those that were provided in the original provider application; that tutors and students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content.

Each provider will receive a mark of "Satisfactory" (S) or "Unsatisfactory" (U) for each component. Providers receiving a "U" in any component may be required to address deficiencies within 7 calendar days of receiving their final report. Failure to address deficiencies may result in removal from the state approved list.

COMPONENT	S	U	REVIEWER COMMENTS
Lesson matches original description in provider application	S		Lessons were structured so that 3 students at varying ability and age levels sat at a table with a tutor. Each student worked on a different assignment; however, assignments were related to that student's individual needs. Students completed assessment testing or workbook pages/worksheets that focused on properties of addition and multiplication, understanding the meaning of words using context clues, solving math word problems, or making inferences. Tutors provided direct support/assistance to one student at a time. Tutors introduced a lesson to a student, the student was encouraged to practice the skill on their own, and lastly the tutor reviewed the student's answers on independent practice assignments before moving on to the next lesson or activity. Students who were not working directly with the tutor worked on completing their individual assignments. Observed lessons match original description in provider application.
Instruction is clear	S		For the most part, tutors provided clear directions that students were able to understand. Tutors provided appropriate direct support if/when students requested assistance.
Time on task is appropriate	S		Students generally stayed on task. Tutors were able to redirect students who were supposed to be working independently on assignments when they were off task or appeared unclear on what task should be completed next.
Instructor is appropriately knowledgeable	S		Tutors appeared to be familiar with the content of the assignments as evidenced by their ability to appropriately clarify instructions and adequately address questions posed by their students. Tutors seemed informed on student needs and referenced student learning plans in binders during the session.
Student/instructor ratio: <u>3-2:1</u>	S		Application notes that the ratio will be 3:1 and that instruction will be individual or in small groups. A 3-2:1 ratio and small group instruction were observed.